

**DEPARTMENT OF THE TREASURY
FEDERAL LAW ENFORCEMENT TRAINING CENTER
GLYNCO, GEORGIA 31524**

FLETC DIRECTIVE (FD)

NUMBER: 61-03

Subject:

DATE: 07/06/92

Sunset Review:

PROFESSIONAL ARTICLES

1. PURPOSE. The purpose of this directive is to establish the policy and procedures applicable to employees who are interested in writing professional articles which relate to the official business of the Federal Law Enforcement Training Center (FLETC) or the Department of the Treasury.
2. SCOPE. This directive applies to all permanent employees and rotational or detailed personnel who are under the supervision and control of the FLETC.
3. CANCELLATION. FLETC Directive 67-35.F, Professional Articles, dated March 9, 1981, is superseded by this directive.
4. REFERENCE. Treasury Department Standards of Conduct, 31 CFR 0.735-40.
5. POLICY. FLETC employees are strongly encouraged to write professional articles. Where the workload of the office permits, employees writing professional articles may, on a case-by-case basis, be authorized to use official time, FLETC personnel, or FLETC material in the preparation of these articles. The writing of professional articles engenders research into specialties of staff members, further developing their expertise in these subjects; helps to clarify and apply new approaches; and provides a continuing source of professional information for federal officials.
6. PROCEDURES.
 - a. Approval of FLETC Support.
 - (1) An employee desiring to use official time, FLETC personnel, or FLETC material to prepare a professional article shall submit an outline of the proposed article and related information to his/her immediate supervisor. The outline and related information will contain the following:
 - (a) the periodical to which the article will be submitted, if known;
 - (b) the title of the article;
 - (c) a summary of theme, content, and conclusion proposed for the article;
 - (d) the amount and type of FLETC support requested (official time, typing, graphics, duplicating, etc.); and

(e) a statement that no payment will be made by the publisher to any source as a result of the acceptance of the article for publication.

(2) The immediate supervisor will decide, based on mission related considerations, to approve or disapprove (in whole or in part) the employee's request for FLETC support. The immediate supervisor may rescind or modify an approval if, at a later time, he/she decides that the support services conflict with a mission related objective of greater priority.

b. Approval of the Article for Publication.

(1) An employee desiring to publish an article shall submit the proposed article, complete with any accompanying charts and/or photographs with captions, through the normal supervisory channels to the Office Director for approval before it is submitted for publication. Intermediate addressees will provide endorsements with recommendations to approve or disapprove. On the transmittal memorandum, the employee must state that no payment by the publisher will be made to any source as a result of the acceptance of the article for publication.

(2) Prior to approving, the Office Director will forward the article to the Public Affairs Office (PAO) for review. After receiving input from PAO, the Office Director will approve, disapprove, or make suggestions for change or improvement in the article and will transmit that decision back through the supervisory channels to the employee making the request. Once the article has been approved, it should be submitted to the targeted publication by the division originating the article.

7. OFFICE OF PRIMARY INTEREST. Office of the Director.

Charles F. Rinkevich
Director